

PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

GENERAL MEMBERSHIP

A meeting of the General Membership of the Brown County Fire Investigation Task Force was held on December 5, 2013, at 7:00 p.m., at Green Bay Fire Station #1, 501 S. Washington Street, Green Bay, WI.

Present: Brad Muller, Randy Lind, Terry Rottier, Angie Cali, Steve Zich, Fred Laitinen, John Schweitzer, Matt Maleport, Karl Linsmeier, Gregg Staszak, Kevin Tielens, Kevin Krueger, Jim Stupka, Rob Gering, Tom Hendricks, Dan Kerkhoff, Brad Neville, Lance Catalano, Dave Steffens, Joe Gabe

Excused: Ryan Meader

Item #1. Adoption of Agenda.

Motion was made by Muller and seconded by Kerkhoff to adopt the agenda. **Motion carried.**

Item #2. Review Minutes of Previous Meeting.

Motion was made by Catalano and seconded by Laitinen to approve the minutes from the last meeting on September 5, 2013. **Motion carried.**

Item #3. Report of Task Force Activities.

Gabe reported that the Task Force was called out to the following two fires since the last meeting:

11-06-13 3107 Lost Dauphin Rd., Lawrence (house/accidental)
12-03-13 4430 Townline Rd., Denmark (house/accidental)

Item #4. Information from Board of Directors Meeting.

Gabe reported that the Board increased the number of investigators by three and decreased interns by three. Catalano has submitted his resignation. Rottier is stepping down as an investigator because he will be attending the FBI Academy most of next year. There are ten applicants interviewing for investigator next week.

Item #5. Old Business.

Muller is still in the process of looking for a new task force vehicle. Will try to roll over leftover money in budget to next year. Gabe stated that Green Bay Fire Department secretaries will type your interviews.

Item #6. New Business.

Gabe stated that there seems to be an issue with who is in charge at a fire. He stated if someone from that jurisdiction is there, then that person is in charge. Otherwise, the first thing should be to

determine who does what and the person most in charge does the report. Gabe will put together a checklist of what should be covered during an investigation. He also wants to put together a fire report template.

Item #7. Juvenile Firesetter Business.

Gabe reported that Nick Craig had three juveniles from Green Bay. De Pere had one.

Item #8. Other Business.

Gabe reported that he got a break in the Ricky Drive fire. An 8-year-old was present when the fire started who was also involved in a fire a few years ago. Gabe stated that he is looking at January for getting the BATS program up and running once the new guys are on board. Gabe also stated that the call-out procedures with dispatchers need to be worked out.

Item #9. Set Date, Time, and Location of Next Meeting.

The dates for next year's General Membership meetings were set as follows:

March 6, 2014
De Pere Fire Station #1

May 15, 2014
Brown County Sheriff's Office

September 4, 2014
Green Bay Fire Station #1

December 4, 2014
Howard Fire Station #1

Motion made by Rottier and seconded by Stupka to adjourn the meeting. **Motion carried.**

Item #10. Training.

Training was in regard to documentation of scene.

Respectfully submitted,

Marsha Laurent
Recording Secretary